# Year-End Close PDF Calendar
20 Calendar/13 Business Days Close

## August 2018

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### 5:00pm
- Expenditure Type and Object Code requests must be submitted
- Form 1 for Capital and Non-Capital Projects must be approved

### 3:00pm
- OSA LDAs must be approved for pay periods 6/1/18 to 7/31/18

### 6:00am
- OSA Sweep transactions available in OBI
- OSA Sweep for pay periods 6/1/18 to 7/31/18

### 5:00pm
- OSA LDAs must be submitted (excluding PCard)
- Labor Schedules must be submitted for pay period 8/15/18 (hourly emps)

### 11:59pm
- July 2018 Month-End Close Complete

### 5:00pm
- Payroll processed in Oracle Financials for pay period 8/15/18
- Payroll available in OBI and LD Adjustment module for pay period 8/15/18
- Department Capital Templates must be submitted

### 4:00pm
- PCard - All transactions must be approved

### 5:00pm
- Department Cost Sharing journals must be submitted to OSR
- New gift PTA requests must be submitted

### 7:00pm
- Endowment Payout posted
- 9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)
- PTA Blackout Period (no changes until 9/14)

### 9:00pm
- Labor Schedules must be submitted for pay period 8/31/18 (hourly emps)
- Labor Schedule end date rollover to next fiscal year-end (Central)

### 9:00am
- OBI reports available online with FY18 transactions through 8/29
- Exp type and object code freeze - no changes until 10/1

### 12:00pm
- Accounts Payable (AP) closed
- Monthly Income Exceptions processed (Central)
- PTA Blackout Period (no changes until 9/14)

### 5:00pm
- Repayment checks to Payroll must be submitted by departments
- PTA Blackout Period (no changes until 9/14)
- PTA Blackout Period (no changes until 9/14)

### 7:00am
- AP, ERS & TCard transactions must be submitted (excluding PCard)
- OSA LDAs must be submitted for pay periods 6/1/18 to 7/31/18
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### 12:00pm
- Accounts Payable (AP) closed
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### 5:00pm
- Repayment checks to Payroll must be submitted by departments
- PTA Blackout Period (no changes until 9/14)
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### 12:00pm
- Paper forms to Payroll for FY18 inclusion must be submitted
- PTA Blackout Period (no changes until 9/14)
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### 9:00pm
- Labor Schedules must be submitted for pay period 8/31/18 (hourly emps)
- PTA Blackout Period (no changes until 9/14)
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### September 2018

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**Calendar Events:**

- **9/1 Salary Uploads (Faculty, Academic and Bargaining Unit):**
  - Payroll processed in Oracle before 7:00pm.
  - Journals Specialist - OBI and LD A transactions must be approved.
  - Responsibility Request Form must be approved.
  - Transactions must be approved.
  - Transactions (including FY19 salary encumbrances) must be submitted.
  - Cost Sharing journals can be submitted.
  - All transactions (including Core Journals) must be approved.
  - OBI revised period file.
  - LDA transactions available in OBI.
  - OBI student financial aid available.
  - Payroll available in OBI.
  - All transactions must be approved.

**Budget Officer Meetings:***
- **5:00pm Budgets: All department transactions must be submitted:**
  - Journals Specialist - Central - (For AP / All Animal Journal form types).
  - ONLY transactions must be submitted.

**PTA Blackout Period (no changes until 9/14):**
- **9:00am Labor Schedules must be submitted for pay period 8/31/18 (salaries only):**
  - PTA Blackout Period (no changes until 9/14).

**PTA Blackout Period (no changes until 9/14):**
- **9/1 Salary Uploads (Non-Academic Staff) through 9/14:**
  - Monthly Income Exceptions (processed Central).
  - FAIR - Review and process LDA transactions (including Feeders).
  - OBI - All transactions (including Core Journals) must be approved.

**PTA Blackout Period (no changes until 9/14):**
- **9/1 Salary Uploads (Non-Academic Staff) through 9/14:**
  - Resolved unapplied checks to Payroll must be submitted by departments.
  - All transactions must be approved.

**PTA Blackout Period (no changes until 9/14):**
- **9/1 Salary Uploads (Faculty, Academic and Bargaining Unit):**
  - Payroll processed in Oracle before 7:00pm.
  - OSR/Fund encumbrances.
  - Responsibility Request Form must be approved.
  - Transactions (including FY19 salary encumbrances) must be submitted.
  - OBI revised period file.
  - LDA transactions available in OBI.
  - OBI student financial aid available.
  - Payroll available in OBI.
  - All transactions must be approved.

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